



City of Asheville Job Postings
as of 5/28/2010 12:55:31 PM
P.O. Box 7148
Asheville, NC. 28802

Phone: (828) 259-5690
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www.ashevillenc.gov

Department: Administration

Position: Custodian 9901884

Date Posted: 5/18/2010

Deadline: 6/7/2010

Weekly Hours: 40

Shift: Day

Salary: \$10.37

Full / Part Time: Full Time

Requirements Perform a variety of janitorial duties in the care and cleaning of City Hall and/or city facilities. Responsibilities may include sweeping, mopping, and buffing floor surfaces, cleaning restrooms, kitchen areas, windows, walls, and woodwork, and dusting, weeding and trash removal. Prefer some experience in custodial work; and/or any equivalent combination of training and experience required to perform the essential position functions. Hours are 7:00 a.m. to 3:30 p.m. Mon-Fri.

Department: Finance

Position: Account Clerk, Sr. 9901887

Date Posted: 5/28/2010

Deadline: 6/11/2010

Weekly Hours: 37.5

Shift: Day

Salary: \$14.08 - \$17.39

Full / Part Time: Full Time

Requirements Responsible for a variety of complex clerical and technical accounting related duties in the verification, reconciliation, analysis and report preparation associated with procedures of accounting or bookkeeping. Requirements include an Associate's degree in accounting or a related field, 1+ years of accounting related experience, excellent communication and customer service skills for dealing with city employees and the public, data entry experience, and the ability to master software associated with our payables system, and/or any equivalent combination of training and experience required to perform the essential position functions.

On-Call: No guaranteed hours, based on Department needs **Temporary: Short term**
Variable Shift: Days, P.M., or combination **Variable Hours: Schedule subject to change**

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Post Offer Drug Screen Required

Excellent Benefits

Position: Finance Director**Date Posted:** 5/6/2010**Deadline:** 6/11/2010**Weekly Hours:** 37.5**Shift:** Day**Salary:** DOQ**Full / Part Time:** Full Time

Requirements Great opportunity to couple your expertise in governmental fiscal administration and advanced degree in Finance/Accounting with your ability and vision to move "The City of Asheville's" Finance Team ahead by streamlining procedures, insuring best practices, upgrading customer service, and setting clear objectives for the department's growth. Responsibilities will include managing collection control with the county, overseeing fiscal activities such as accounting, auditing, receipt & deposit of funds, debt management, payroll, and distribution of tax collections, directing and coordinating the work of the staff, formulating and executing policies, and ensuring that the city is in compliance with federal, state, and local government fiscal control rules and regulations. If you are well versed in Accounting Practices including Treasury & Investments, Financial Reporting, Fiscal Operations, and Internal Audit, have a proven track record of leading successful finance and accounting services teams, a team oriented leadership style, considerable knowledge of the operations of city government including taxation and other forms of revenue, and your dream is to work with the scenic Blue Ridge Mountains of Asheville, NC as a backdrop, contact us today! The ideal candidate will have a Bachelor's degree in accounting or finance with a Master's degree preferred, 6+ years of progressively responsible, professional experience in governmental fiscal administration preferable in a local government setting, a thorough knowledge of the principles and practices of finance administration, have a command of the federal, state, and city laws and policies concerning fiscal operations, and a CPA designation and/or any equivalent combination of training and experience required to perform the essential job functions. Salary is commensurate with experience.

Department: Police**Position: Police Officer Trainee 9901668****Date Posted:** 6/27/2007**Deadline:****Weekly Hours:** 40**Shift:** Rotate**Salary:** \$31,117**Full / Part Time:** Full Time

Requirements Responsible for performing protective services work as either a non-sworn officer-in-training or a newly sworn officer-in-training for the City of Asheville. Duties and skill abilities include successfully attending BLET training, completing Field Training with a police officer, patrolling the city, answering complaint calls, assisting citizens, investigating and securing crime scenes, apprehending or citing violators or suspects. Applicant must be 20 years of age or older, be a US citizen, have a valid NC operator's license, and have a minimum of 60 curriculum semester hours. Applicants with 30 semester hours and/or 3 years of military or civilian law enforcement can be considered for employment if they agree to an education contract. Must be able to successfully complete the state certification process to include a background examination, truth verification examination, physical examination and psychological examination.

On-Call: No guaranteed hours, based on Department needs **Temporary:** Short term
Variable Shift: Days, P.M., or combination **Variable Hours:** Schedule subject to change

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Department: Public Works

Position: Auto Mechanic 9901871

Date Posted: 4/16/2010

Deadline: 6/11/2010

Weekly Hours: 40

Shift: Day

Salary: \$13.20-\$15.84

Full / Part Time: Full Time

Requirements If you are a skilled mechanic, well versed in the repair and maintenance of motor vehicles and heavy equipment, the City of Asheville would like to put your expertise to work in our fleet maintenance division. Your duties will include: welding, maintenance of vehicles weighing up to 30,000 pounds, diagnosing mechanical problems, overhauling carburetors, clutches, brakes, ignition & fuel systems, transmissions, differentials, and front/rear axle assemblies. You will tune motors, repair hydraulics, conduct inspections, operate a wrecker, change oil, resurface brake drums, reline brakes, replace flat tires, and diagnose electrical systems. This opportunity requires a HS diploma or GED supplemented by vocational training in automotive mechanics, 1+ years as a journeyman mechanic and/or any equivalent combination of training and experience required to perform the essential position functions. Must have a valid Class A CDL issued by the state of NC and certified to perform Air Conditioning Freon Recycling & Service. The ideal candidate will have a working knowledge of the standard practices, tools, materials, and equipment used in the repair and maintenance of motor vehicles, knowledge of the operating principles of diesel and gas engines and of the standard mechanical components of automotive equipment, skilled in the use and care of tools, and have the ability to detect and solve mechanical malfunctions. Hours are 7:00 a.m. to 6:00 p.m. Monday through Thursday.

Position: Customer Service and Support Technician - 9901886

Date Posted: 5/27/2010

Deadline: 6/8/2010

Weekly Hours: 37.5

Shift: Day

Salary: \$14.78-\$17.74

Full / Part Time: Full Time

Requirements Reporting to the Street Superintendent, this position provides support assistance for the technical staff who perform surveying, design, and construction work in conjunction with municipal infrastructure projects. Monitor research, fieldwork, drafting & design efforts for timeliness and proper record keeping. Respond to customer requests regarding project and record information, the right-of-way cut, traffic calming policies, water line extensions, existing city infrastructure, erosion control, flood plain management, and storm water issues. Maintain project history information and serve as the primary liaison for the department's customer service issues. Technical duties will include using computer applications to produce informational maps and records, and assisting with drafting and design work.

Must have general knowledge of 1) the principles, practices and methods of customer service, 2) modern office practices, procedures, and equipment, 3) word processing, spreadsheet, and file maintenance computer programs, and 4) basic math, spelling, grammar, punctuation, and vocabulary. Must have the ability to maintain complex records and to prepare accurate technical and non-technical reports. Requires a high school diploma or GED supplemented by college-level coursework in civil engineering technology, surveying, business administration, public administration, or secretarial sciences and 5+ years of related experience.